

## 1. Scope of application

- 1.1 The "Company Regulations for Visitors and External Companies" of Swoboda Wiggensbach KG serve to protect the health and safety of your and our employees and to protect the environment. These regulations apply to all external companies whose employees are on the premises of Swoboda Wiggensbach KG, Max-Swoboda-Str. 1, 87487 Wiggensbach. It is part of the contract in its currently valid version and is therefore binding. The current version can be viewed at <http://www.swoboda.com/Service&Downloads>.
- 1.2 The Contractor shall be responsible for ensuring that its vicarious agents comply with these provisions. This also applies in particular to subcontractors or temporary workers provided to the Contractor by third parties.

## 2. Entering the plant

External company employees may only enter the company premises with a visitor's pass issued by Swoboda. Therefore, every external company employee must report to reception before entering the plant for the first time. The passes must be returned at the end of the work.

## 3. Principles

- 3.1 You and your employees must comply with all relevant environmental and occupational safety regulations, trade association regulations and generally recognised safety and occupational health rules, including the internal regulations applicable to our company. Find out about the regulations that apply to you before starting work.
- 3.2 Only employees who have been instructed in accordance with the requirements of the Occupational Health and Safety Act and the requirements of DGUV V1 (Principles of Prevention) may be deployed on our premises. In addition, employees must be instructed in the content of these company regulations.
- 3.3 All work must be carried out in such a way that hazards to persons and equipment are avoided or, if unavoidable, minimised by protective devices and equipment.
- 3.4 The rules of the road traffic regulations apply accordingly within the company premises.
- 3.5 Depending on the current regulations and the risk situation, entering the business premises is only permitted with a face mask and must also be worn in the rooms if the minimum distance of 1.5 metres is not maintained.

## 4. Registration / Start of order / Instruction

- 4.1 During ongoing operation, report to the responsible area manager, department manager or shift supervisor before starting work.
- 4.2 Coordinate the work task to be performed with the areamanager / department manager or shift supervisor. You are responsible for passing on the information received to your employees.

## 5. General obligations

- 5.1 Notify us of any disruptions or changes to the operating procedure. Notify us of all disruptions and irregularities that occur during the execution of your order.
- 5.2 Coordinate the necessary work with the area manager / department manager or shift supervisor, taking into account the operational possibilities and necessities.
- 5.3 The work equipment used by you must be in a technically safe condition and have a current inspection sticker.
- 5.4 When leaving the workplace, work equipment must be locked up or otherwise secured so that it does not pose any danger to persons or property.
- 5.5 Employees who operate industrial trucks, cranes and aerial work platforms or similar must be in possession of a corresponding written authorisation and be able to present it at all times during their work.
- 5.6 Make sure that your employees wear the necessary personal protective equipment (safety goggles, safety shoes, safety helmet, etc.) and do not endanger themselves or others at work as a result of alcohol consumption or other intoxicating substances. Employees who are suspected of being under the influence of such substances will be removed from the company premises.
- 5.7 Observe all information signs and in particular the prohibition signs, e.g.  
- No access for persons with pacemakers

## 6. Internal provisions

- 6.1 Our company's tools, equipment, facilities and installations (including communications equipment) may not be used without our authorisation.
- 6.2 Material storage and stacks must be arranged in such a way that they do not jeopardise occupational safety, the production process, transport and traffic flow.
- 6.3 Excavations, trenches and open channels, floor openings etc. must be adequately secured everywhere.
- 6.4 Observe the smoking ban in the company.

- 6.5 In the interests of your own safety, you are not permitted to enter parts of the company that are not part of your area of responsibility. By way of exception, other parts of the company may be entered after consultation with the area manager / head of department or shift supervisor, insofar as this is necessary for the fulfilment of the assignment.
- 6.6 Regulatory, prohibition and warning signs must be observed. They must not be removed or made unrecognisable.
- 6.7 The marked escape routes and escape doors must be kept clear at all times. Markings must not be removed or made unrecognisable.
- 6.8 In the event of an alarm (including evacuation drills), the buildings must be vacated immediately and the instructions received must be followed.
- 6.9 All employees are obliged to inform themselves about the location of the nearest fire extinguishing equipment, the route of escape and rescue routes, the location of the nearest emergency call system and the location of first aid materials before starting work.

## 7. Hazardous work

- 7.1 Dangerous work must be reported separately and requires express authorisation. This includes in particular  
- Working with fire (welding, cutting, burning) and flammable liquids  
- Work on or in the vicinity of electrical installations
- 7.2 "Hazardous work" within the meaning of § 8 DGUV V1 may not be carried out without express authorisation.

## 8. Use of hazardous substances

The use of hazardous substances must be avoided. If this is not possible, the necessary protective measures must be taken in accordance with the Hazardous Substances Ordinance. Any risk to the employees of Swoboda Wiggensbach KG must be excluded. The EC safety data sheet must be presented on request.

## 9. Noise, dust, odour

Any adverse effects caused by noise, dust and odours must be avoided as far as possible by taking appropriate measures. If this is not possible, this must be announced in good time.

## 10. Waste disposal

You are responsible for the disposal of waste generated during work, unless otherwise agreed. The legal regulations applicable to the region and the municipal bylaws must be observed.

**EXTERNAL COMPANY GUIDELINES**

Swoboda Wiggensbach KG  
Max-Swoboda-Str. 1  
87487 Wiggensbach

**11. Controls, offences**

It is imperative that you follow the orders and instructions of our managers. Our managers are authorised to take action in the event of safety violations,  
- order the cessation of work until the defect has been remedied,  
- to exclude employees who act in contravention from further employment,  
- to demand that unsafe work equipment is removed from the company premises immediately.  
The Contractor shall bear the costs of any delays caused by such orders.

**12. First aid and emergency measures**

Report all accidents at work involving your employees to the area manager / head of department or shift supervisor. You can call on our assistance in the event of accidents. Irrespective of this, you are obliged to fulfil the statutory reporting obligations in the event of an accident at work.

**13. Secrecy**

- 13.1 The contractor undertakes to treat all documents received from Swoboda Wiggensbach KG and the know-how acquired in connection with its activities at Swoboda as confidential and not to pass them on to third parties. The confidentiality obligation also extends to employees and authorised representatives of the contractor.
- 13.2 Swoboda is exclusively and unrestrictedly entitled to all possible work results in connection with the order, including copyrighted rights of use, neighbouring rights and other rights, as well as the related records.
- 13.3 All transactions of Swoboda Wiggensbach KG and its business partners must be kept secret from third parties even after the end of the activity.

**14. Handling products**

Due to the high demands placed on Swoboda Wiggensbach KG products and the high risk of mixing similar parts, the handling of products is strictly prohibited. This applies to finished products as well as to all parts in the production process, including raw materials. If parts and parts containers need to be moved, this must be carried out by Swoboda personnel. Any contamination (dust, dirt, welding sparks, paint, etc.) must be avoided at all costs. Effective safety measures must be taken in consultation with Swoboda personnel.  
Should you nevertheless handle parts/products, these must under no circumstances be put back into containers or machines without consulting Swoboda personnel.

**15. Liability**

In the event of a breach of the obligations defined in these operating regulations, the external company or its vicarious agents shall be liable without limitation for the damage caused.

**16. Notes on data protection**

As a result of your visit to our company, your data has been recorded electronically in our visitor management software. This data is used exclusively to improve our visitor management and is not passed on to third parties.

**17. Visitor pass**

The visitor's pass must be worn visibly. Passing on the visitor pass to third parties is strictly prohibited. If you lose your visitor pass, please get in touch with your contact person or our reception immediately. In the event of loss, a fee of € 30,- will be charged.

**18. Carrying electronic devices**

Taking photographs, recording videos or making documentation is prohibited on the entire company premises. Devices carried on the premises must remain in the bag. Exceptions are possible on request.

Wiggensbach, November 2023

**Swoboda Wiggensbach KG**  
- Management -

